

HIGHLANDS RECREATION DISTRICT BOARD MEETING

Tuesday, September 13, 2016

Attendants:

BOARD-

Pam Merkadeau (PM)
Sterling Sakai (SS)
Eric Olbekson (EO) – left at 9PM
Hal Carroll (HC)
Absent: Michelle McNeil (MM)

STAFF- Brigitte Shearer
Portor Goltz

CALL TO ORDER

The meeting was called to order at 7PM by Board Member PM

REVIEW AND APPROVAL OF THE MINUTES

Board Member EO made a motion HC second to minutes of the August 16 Board meeting. The votes were as follows: EO: yes SS: yes MM: absent PM:yes HC:yes

INTRODUCTION OF GUESTS

Monika Peschke

COMMUNICATIONS, ANNOUNCEMENTS & COMMENTS FROM THE AUDIENCE

None

MANAGER'S REPORT

A. Programming –

- a. Pool – Brian Noce is our Aquatics Coordinator. The Dome is going up in late October and a new dome shed is being constructed to better protect stored items.
- b. EEC – Program is doing well. 2 new staff joined recently.
- c. ASP – See staff report.
- d. Seasonal Programs/ Events – see staff report.

B. Facilities & Grounds –

- a. Tennis court cracks were filled 2 weeks ago.
- b. The main building will be tented for termite treatment over MLK weekend. Communications will be sent to all patrons well in advance.
- c. The open space fuel reduction work will continue once CalFire or CCC resources are available.
- d. The pool motor variable drive attachments will be installed soon

C. Administration –

- a. Staff reported on the opportunity for additional rental space at CSUMC. Board provided suggestions for next steps to further evaluate options.
- b. Staff reported on the matter of special districts having the option to change their election cycle from odd years to even years. Board did not take any action at this time. Staff will monitor other district changes in the County, as that may affect the cost of conducting an election in the future.

COMMITTEE REPORTS

The Ad hoc GM Review committee: Board Member EO reported that he and MM reviewed the evaluation for and discussed standardizing the review process and timing. BSS will complete a self-evaluation form by the next board meeting.

FINANCIAL REPORT

The YTD financials were discussed. The Rec is at 17% of the budget.

UNFINISHED BUSINESS

1. Discussion regarding General Manager review – see above.
2. Discussion regarding Q4 strategy session & draft agenda – The Board reviewed the draft agenda. More dates will be provided for scheduling the strategy session.
3. Discussion regarding entering into a refinance contract with a municipal financial advisor. Board discussed the matter and Board directed BSS to engage NHA for financial analysis of our COP refunding option.
4. Discussion/ Motion to approve a not to exceed amount for structural assessment of original HRD building.
Board Member HC made a motion to obtain geotechnical analysis in an amount not to exceed \$10,000. (SS second) and the motion passed. EO: yes SS: yes MM: absent PM: yes HC yes BSS will review the geotech proposal with PM. The resulting report should be available prior to the Board strategy session

NEW BUSINESS

1. Discussion re: 501c3 formation – this matter was continued to the October meeting
2. Discussion/ Motion to adopt Resolution 2016-01 regarding HRD's portion of San Mateo County's Hazard Mitigation Plan : . Board Member SS made a motion to approve Resolution 2016-01 (HC second) and the motion passed. EO: absent SS: yes MM: absent PM: yes HC yes
3. UPCOMING MEETINGS: OCTOBER 11, NOVEMBER 15, DECEMBER 6

PAYMENT OF THE BILLS

Bills were passed for the Board's review and signatures. Board Member HC made a motion to pay the bills (SS second) and the motion passed. EO: absent SS: yes MM: absent PM: yes HC yes

ADJOURNMENT

Board Member HC made a motion to adjourn the meeting (SS second) The motion passed unanimously. The meeting adjourned at 9:24pm

Respectfully submitted,
Brigitte Shearer
Board Secretary